Electronic Document Access
for
Electronic Document Management

Enrollment into the Electronic Document Access System To View Contracts and use EFR

EDA Enrollment Step by Step

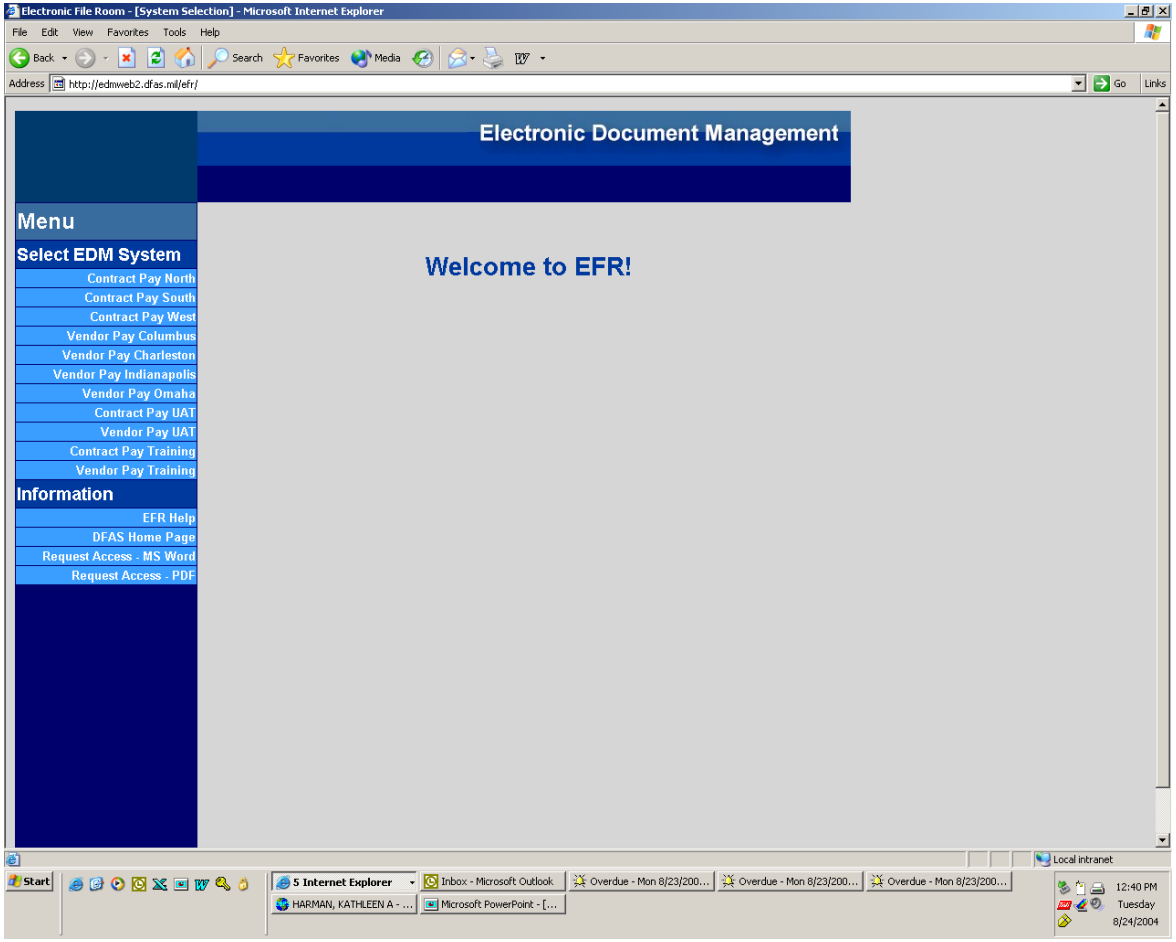
- 1st go into the following site: https://eda.ogden.disa.mil

- 2nd follow the process for self registration. You will register as a government user creating a userid/password. There will be three pull down menu's, the first one you will pick is U.S. Army, the second select Army Contracting, and the third select MEDCOM. Then Mrs. Howe at MEDCOM will receive an electronic notice for activation.
- 3rd fill out the provided DD 2875 in these slides and fax the form to Mrs Howe at 210-221-7880. After she receives your DD 2875 she will activate your account. NOTE: activation can not occur without a DD 2875 being received. Within minutes after activation you will receive a email message from Ogden and in that message there is a website that you must go to (via the email you received), to finish the enrollment process. Only after you have completed these steps to register in EDA will your account be activated, and Mrs Howe will be able to grant access to EFR.

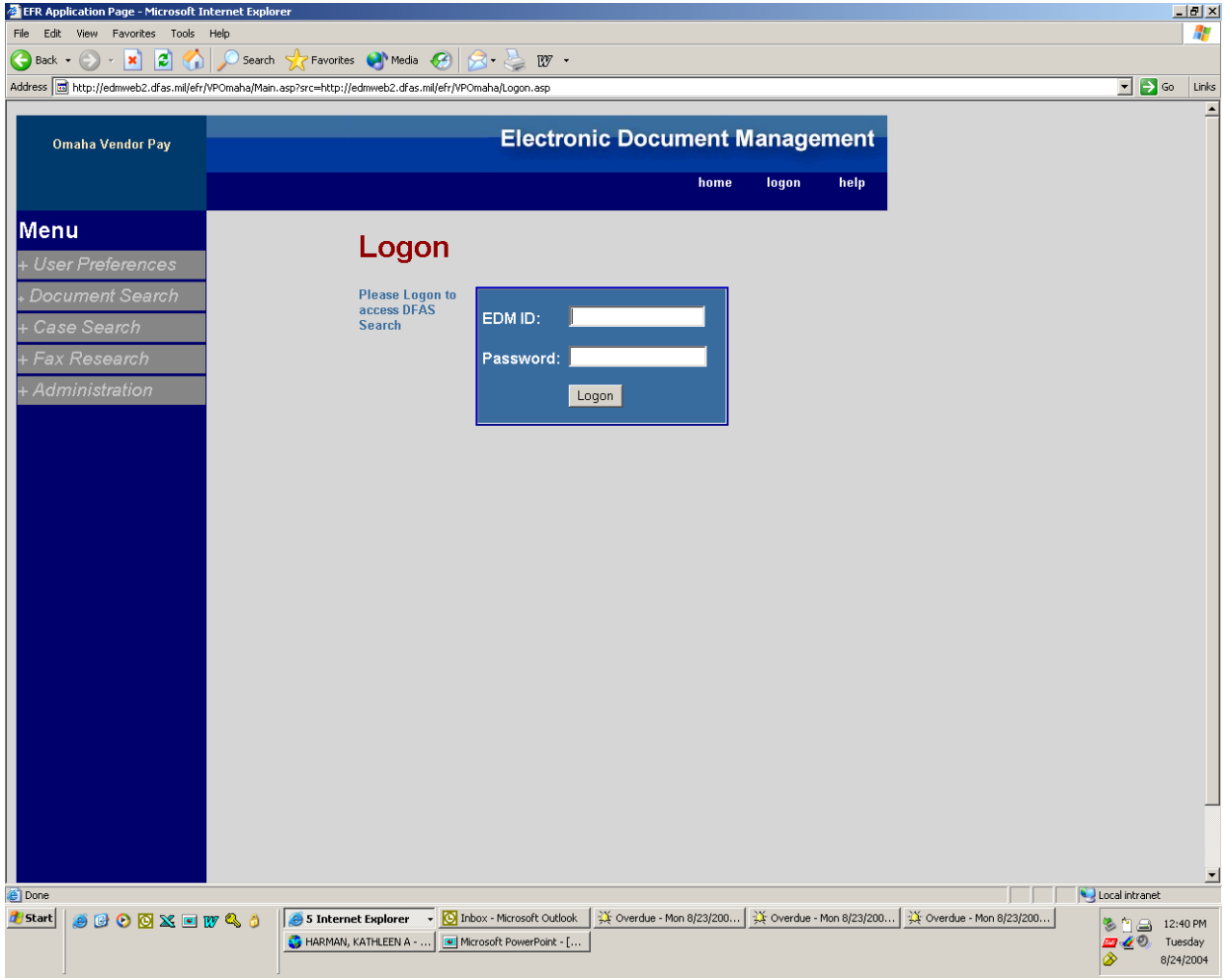
Establishing a Password
&
Download the Forms Viewer
for
Electronic File Room

GO TO WEBSITE: http://edmweb2.dfas.mil/efr

Select EDM System: Vendor Pay Omaha



Type in UserId and Temporary Password
click on logon

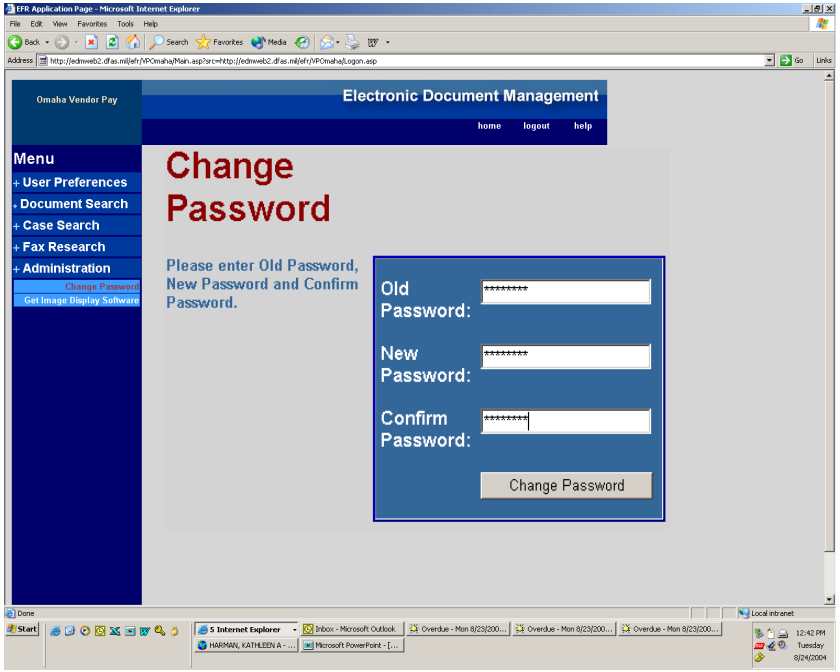


Click on Change Password on side bar, Fill in Temporary Password, new password and confirm new password. Then click on change password in box

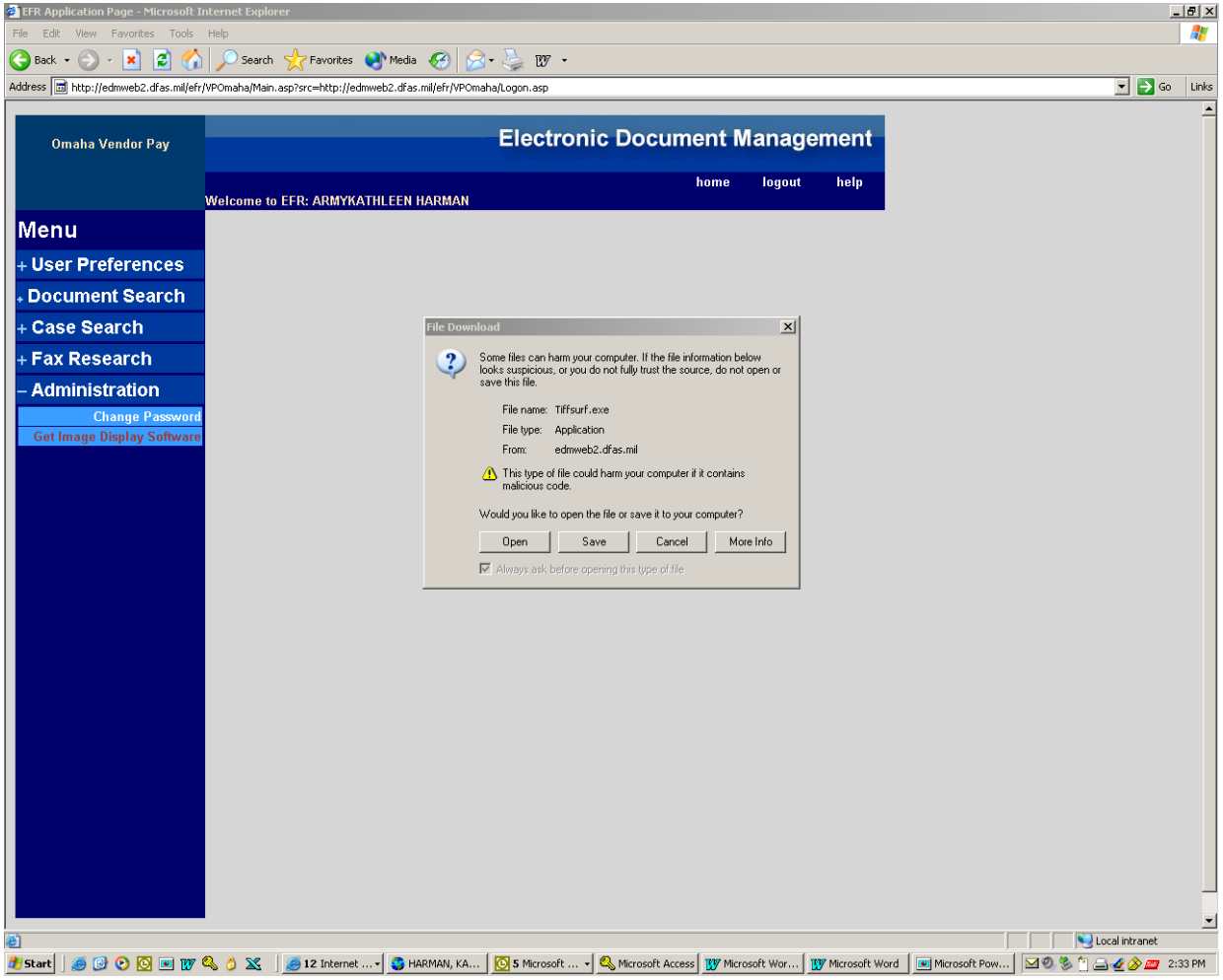
- **CHANGE PASSWORD**

. The password rules are the same rules that apply to EDM users, which are:

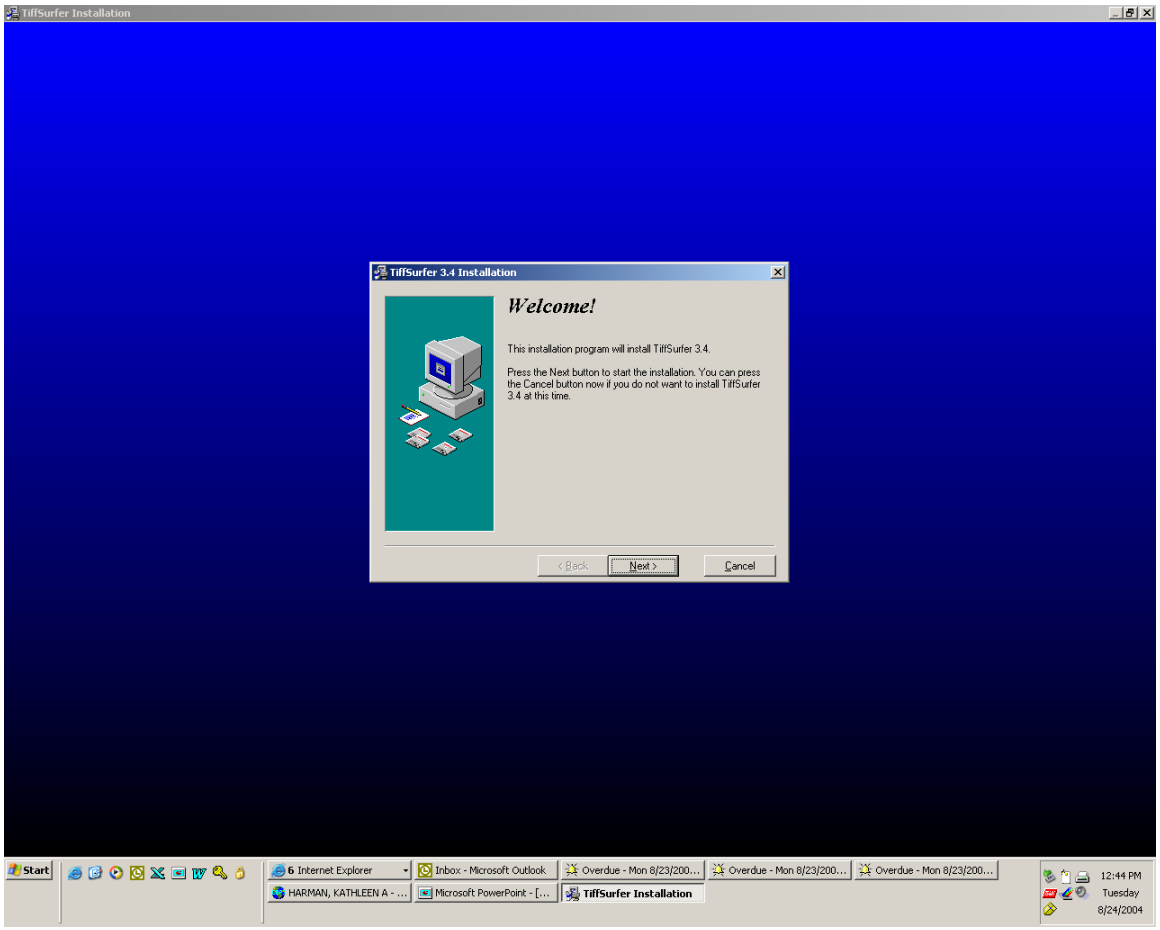
1. Password re-use is enforced. (A system-defined number of passwords will be saved and may not be re-used.)
2. Password must be between 8 and 12 characters.
3. Password must contain at least one number and the number cannot be first.
4. Password must contain one special character. ($_#)



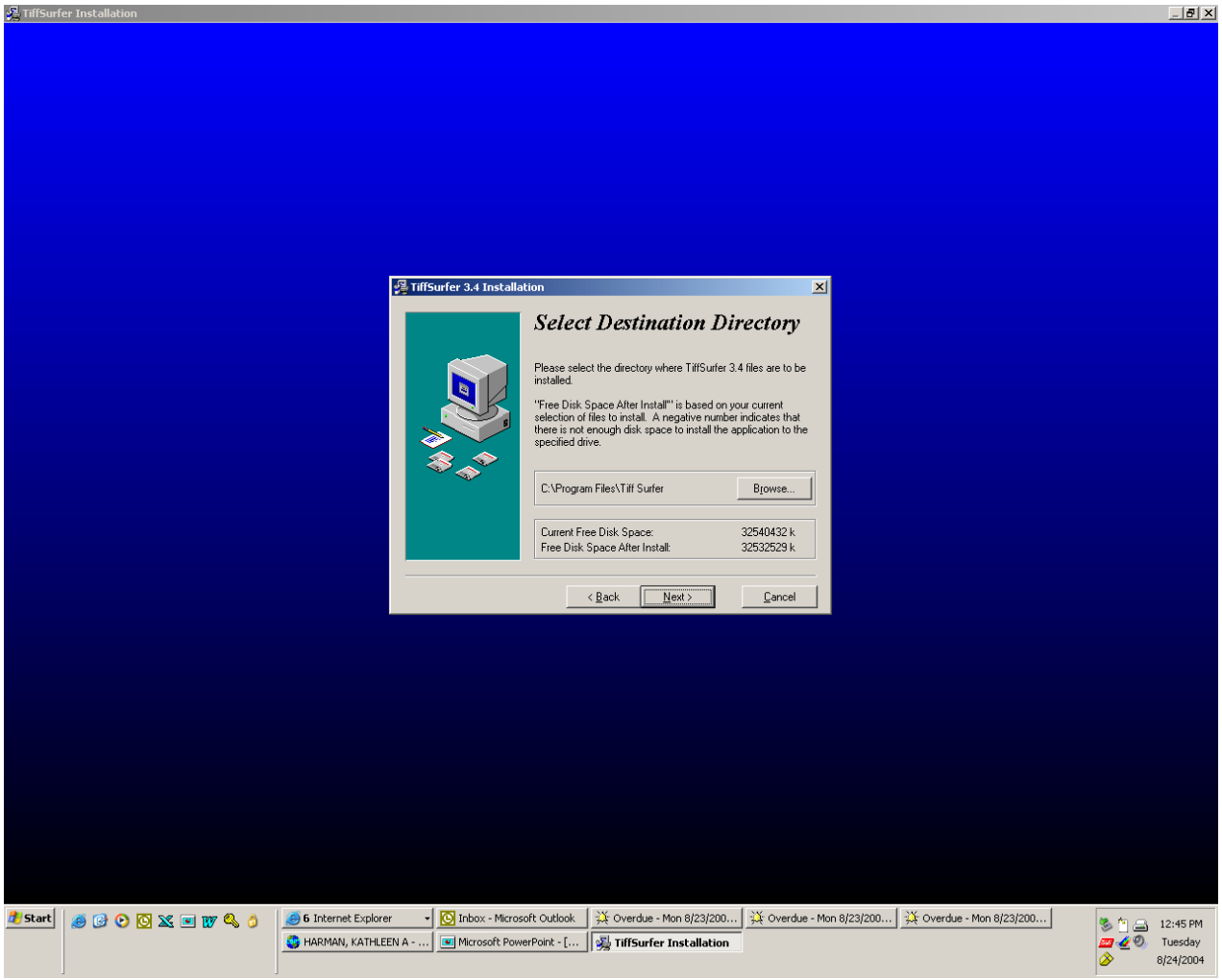
Click on Get Image Display Software on side bar, then click on open in box.


EFR Application Page - Microsoft Internet Explorer
Omaha Vendor Pay
Electronic Document Management
home
logout
help
Welcome to EFR: ARMYKATHLEEN HARMAN
Menu
+ User Preferences
+ Document Search
+ Case Search
+ Fax Research
– Administration
Change Password
Get Image Display Software
File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: Tiffsurf.exe
File type: Application
From: edmweb2.dfas.mil
This type of file could harm your computer if it contains malicious code.
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

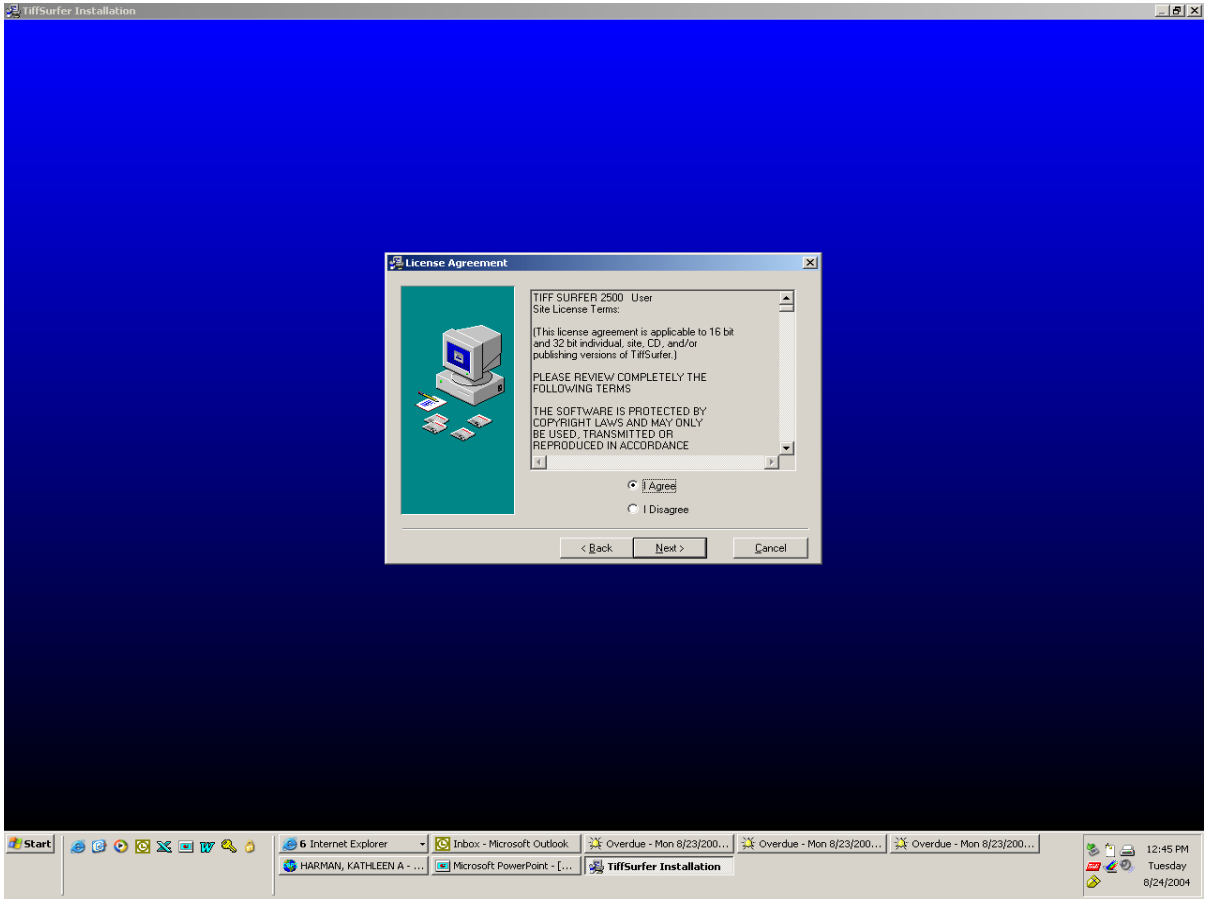
Click on Next


TiffSurfer Installation
TiffSurfer 3.4 Installation
Welcome!
This installation program will install TiffSurfer 3.4.
Press the Next button to start the installation. You can press the Cancel button now if you do not want to install TiffSurfer 3.4 at this time.
< Back
Next >
Cancel
Start
6 Internet Explorer
Inbox - Microsoft Outlook
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
HARMAN, KATHLEEN A - ...
Microsoft PowerPoint - [...
TiffSurfer Installation
12:44 PM
Tuesday
8/24/2004

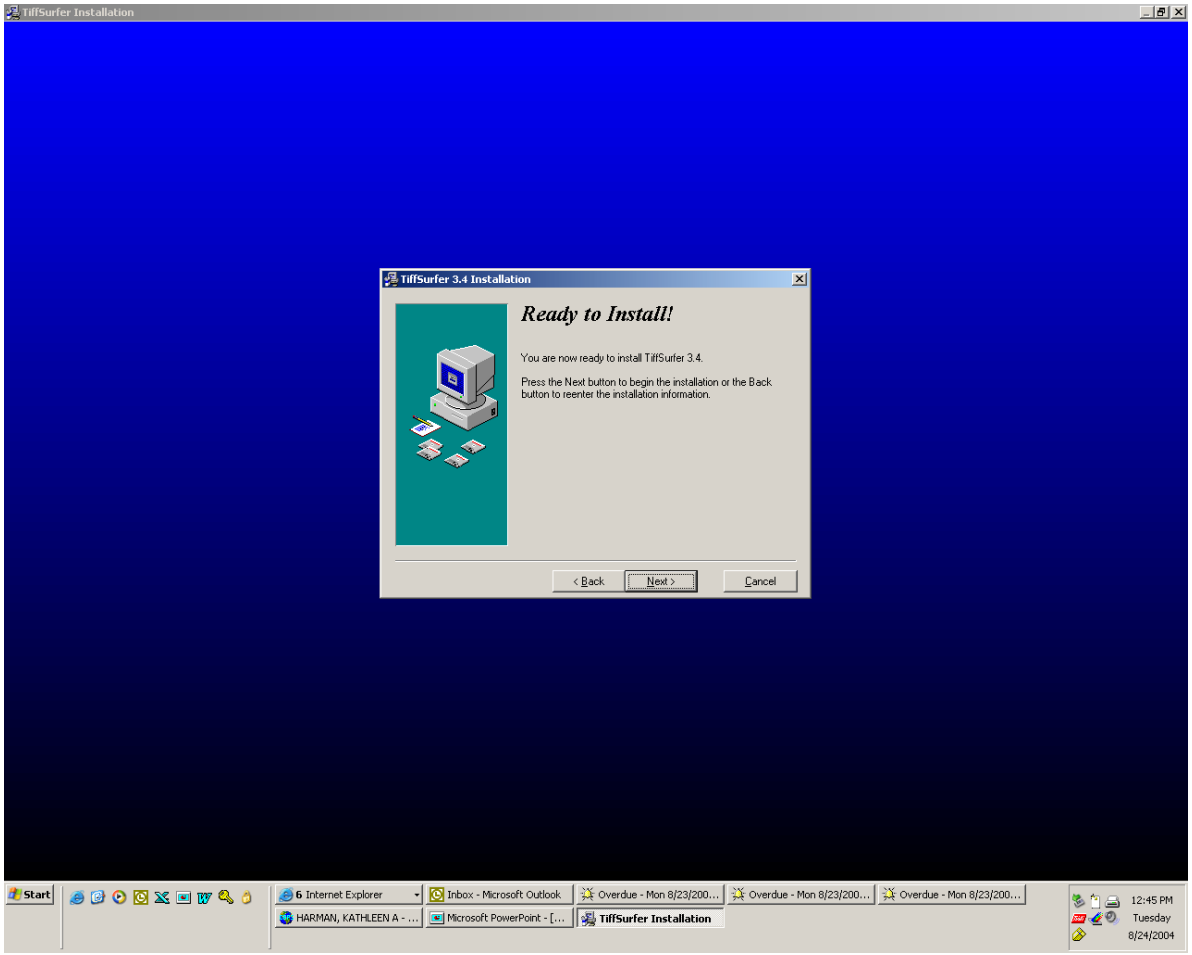
Click on Next


TiffSurfer Installation
TiffSurfer 3.4 Installation
Select Destination Directory
Please select the directory where TiffSurfer 3.4 files are to be installed.
"Free Disk Space After Install" is based on your current selection of files to install. A negative number indicates that there is not enough disk space to install the application to the specified drive.
C:\Program Files\Tiff Surfer
Browse...
Current Free Disk Space: 32540432 k
Free Disk Space After Install: 32532529 k
< Back
Next >
Cancel
Start
6 Internet Explorer
Inbox - Microsoft Outlook
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
HARMAN, KATHLEEN A - ...
Microsoft PowerPoint - [...
TiffSurfer Installation
12:45 PM
Tuesday
8/24/2004

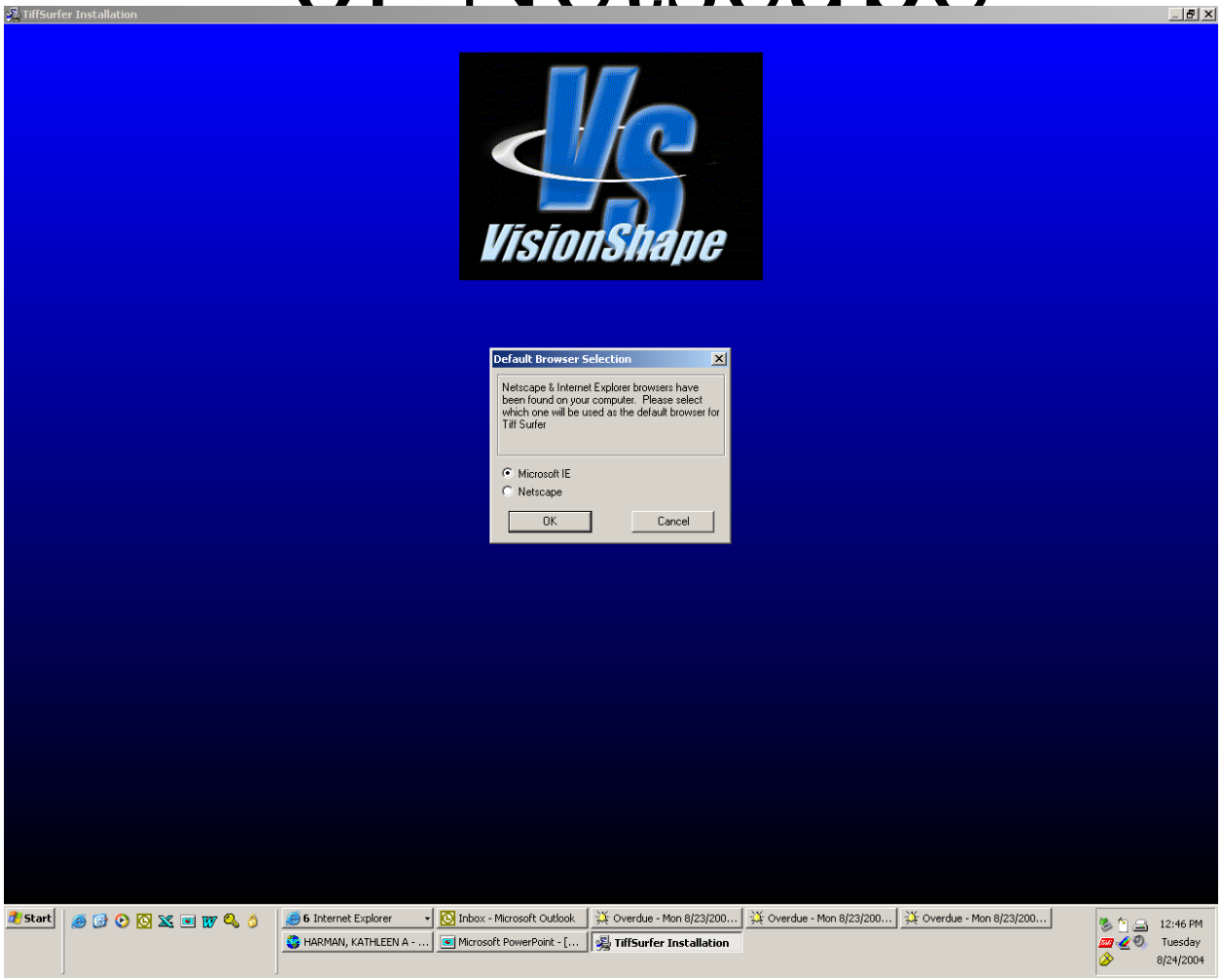
Click on I Agree, then click on Next


TiffSurfer Installation
License Agreement
TIFF SURFER 2500 User
Site License Terms:
(This license agreement is applicable to 16 bit and 32 bit individual, site, CD, and/or publishing versions of TiffSurfer.)
PLEASE REVIEW COMPLETELY THE FOLLOWING TERMS
THE SOFTWARE IS PROTECTED BY COPYRIGHT LAWS AND MAY ONLY BE USED, TRANSMITTED OR REPRODUCED IN ACCORDANCE
I Agree
I Disagree
< Back
Next >
Cancel
Start
6 Internet Explorer
Inbox - Microsoft Outlook
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
HARMAN, KATHLEEN A - ...
Microsoft PowerPoint - [...
TiffSurfer Installation
12:45 PM
Tuesday
8/24/2004

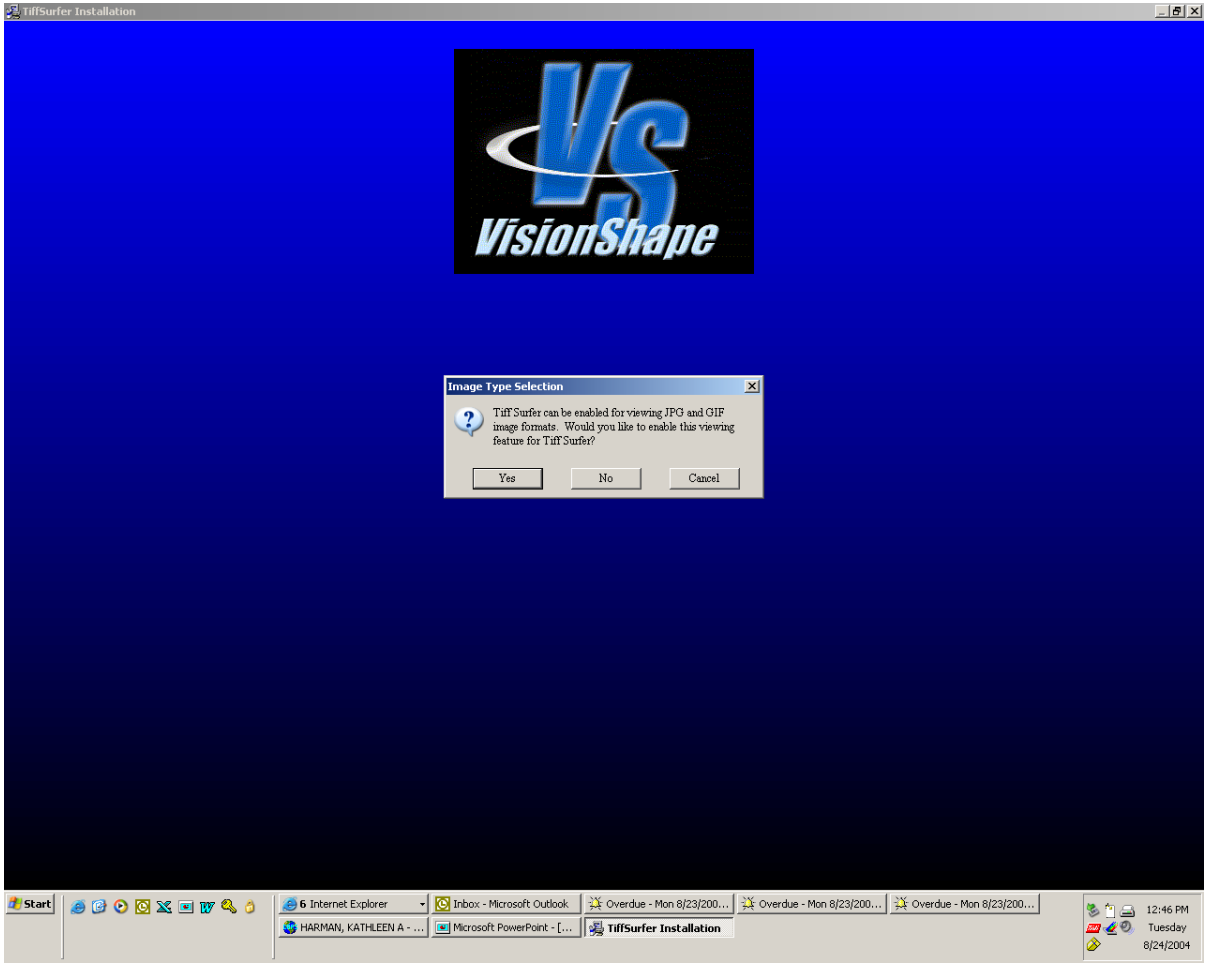
Click on Next



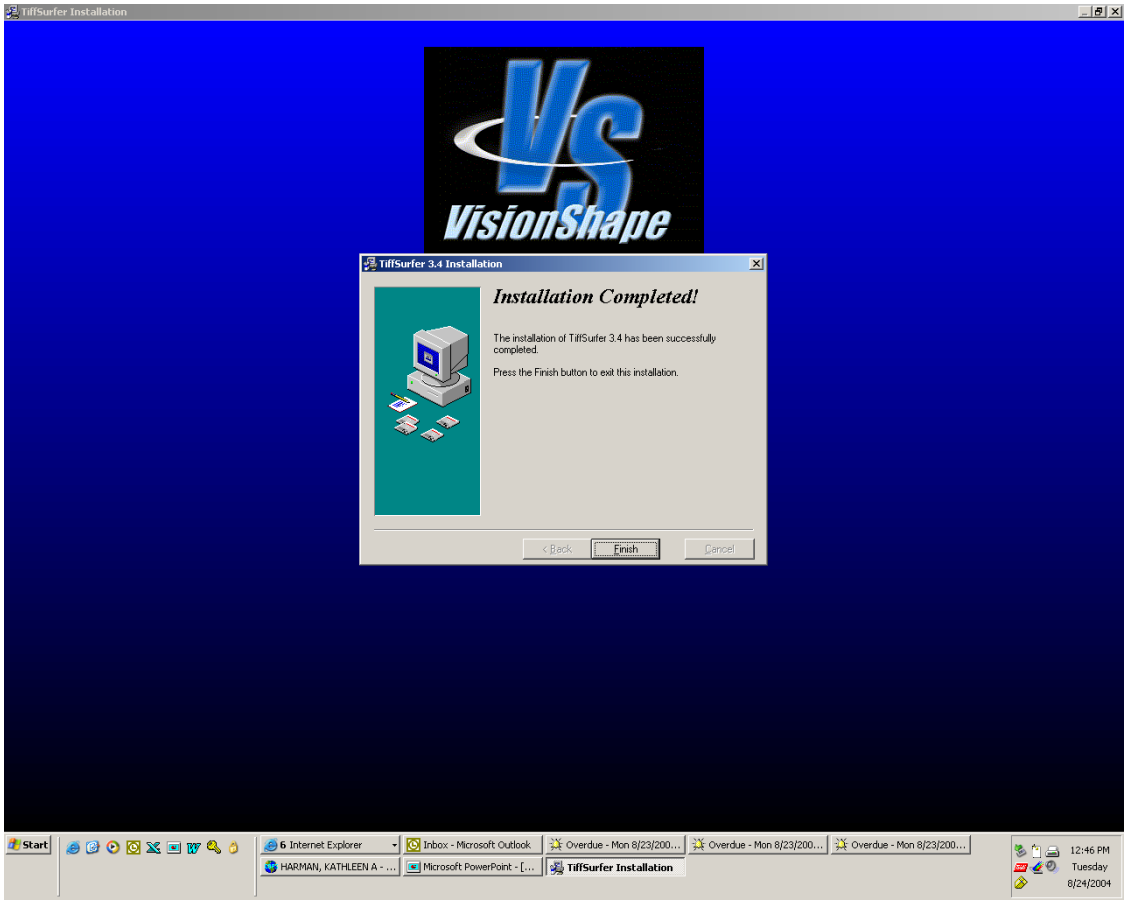
Choose the Internet Access you use, Explorer or Netscape



Choose Yes


TiffSurfer Installation
VisionShape
Image Type Selection
TiffSurfer can be enabled for viewing JPG and GIF image formats. Would you like to enable this viewing feature for TiffSurfer?
Yes
No
Cancel
Start
6 Internet Explorer
Inbox - Microsoft Outlook
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
Overdue - Mon 8/23/200...
HARMAN, KATHLEEN A - ...
Microsoft PowerPoint - [...
TiffSurfer Installation
12:46 PM
Tuesday
8/24/2004

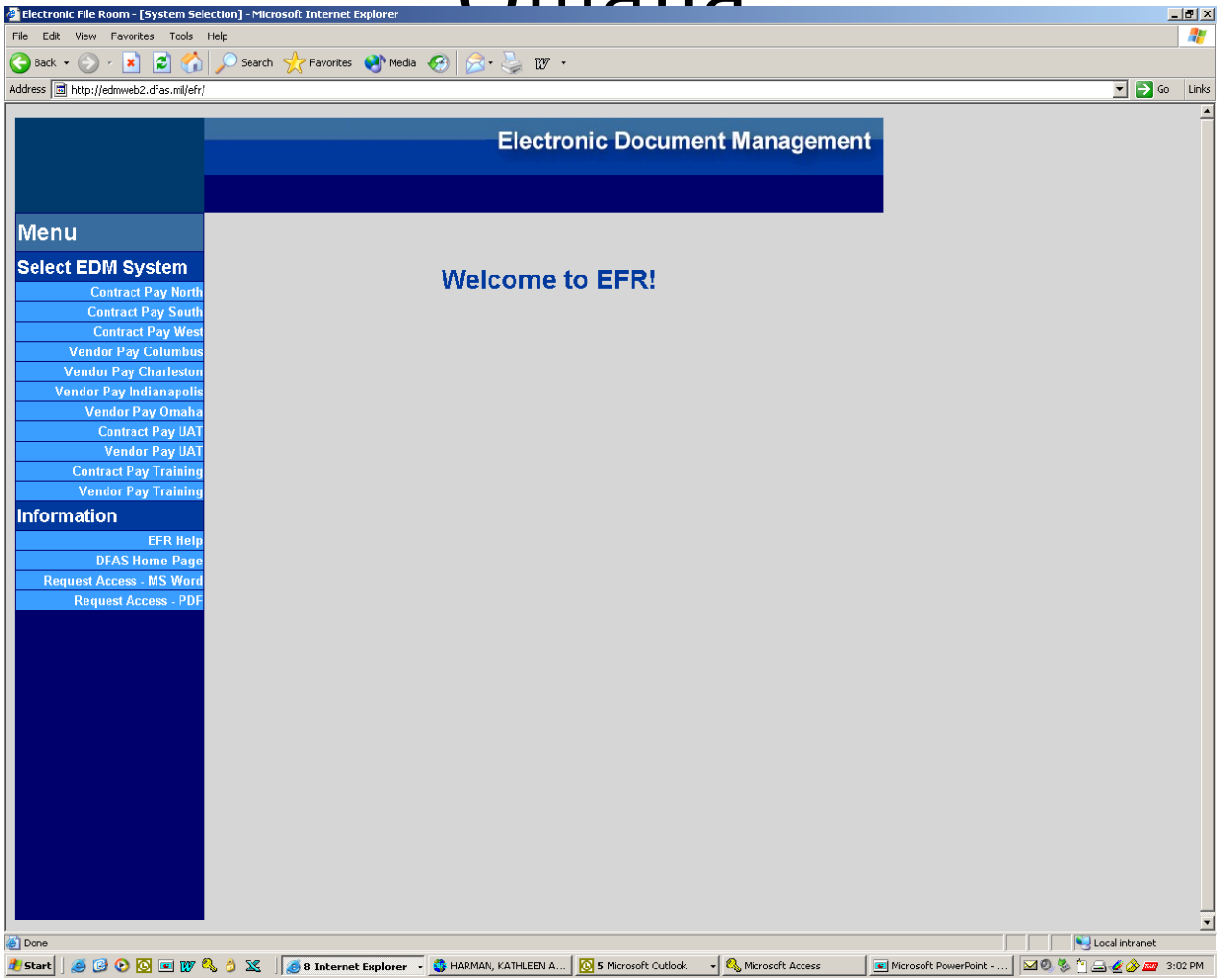
Installation is now complete



Go to Website:

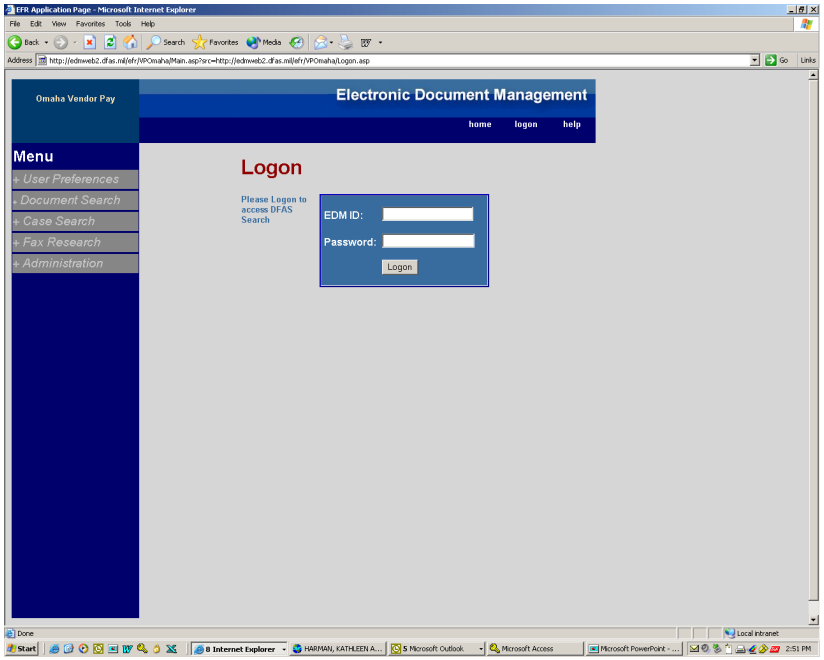
http://edmweb2.dfas.mil/efr

On the sidebar, Click on Vendor Pay Omaha



Document Search
&
Fax Inquiry
Step by Step

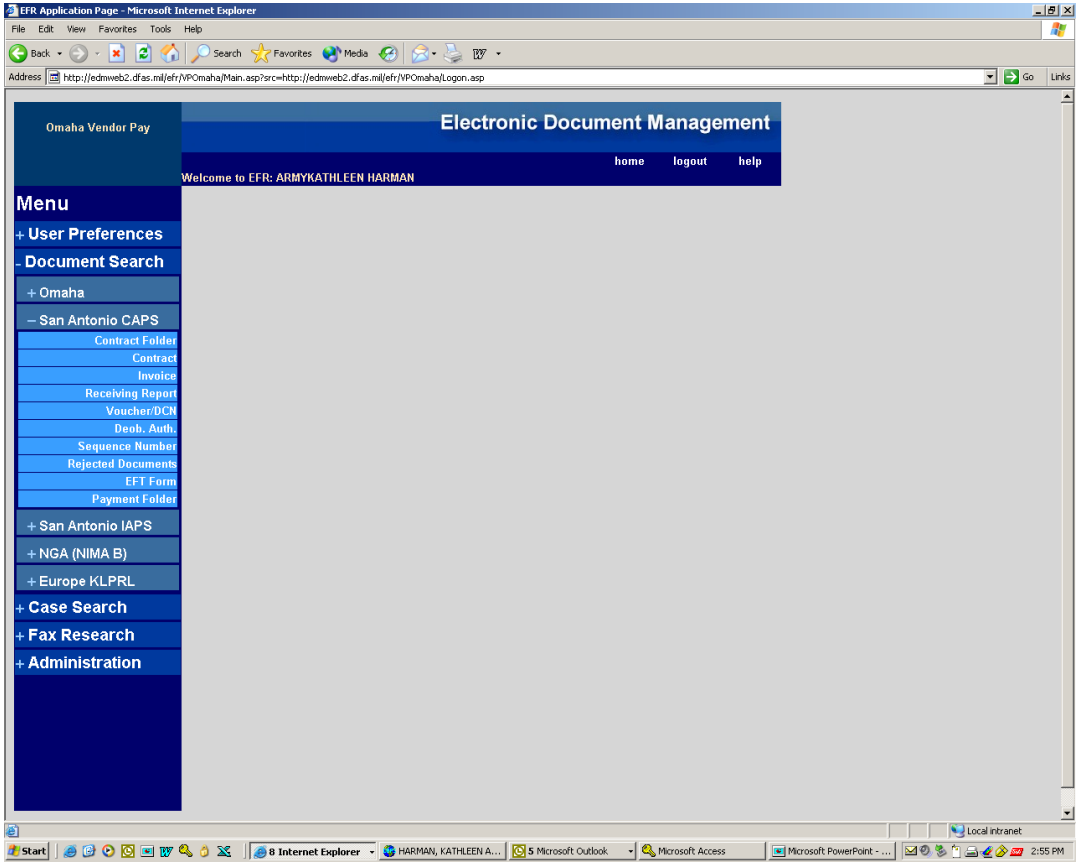
Type in UserId and Password



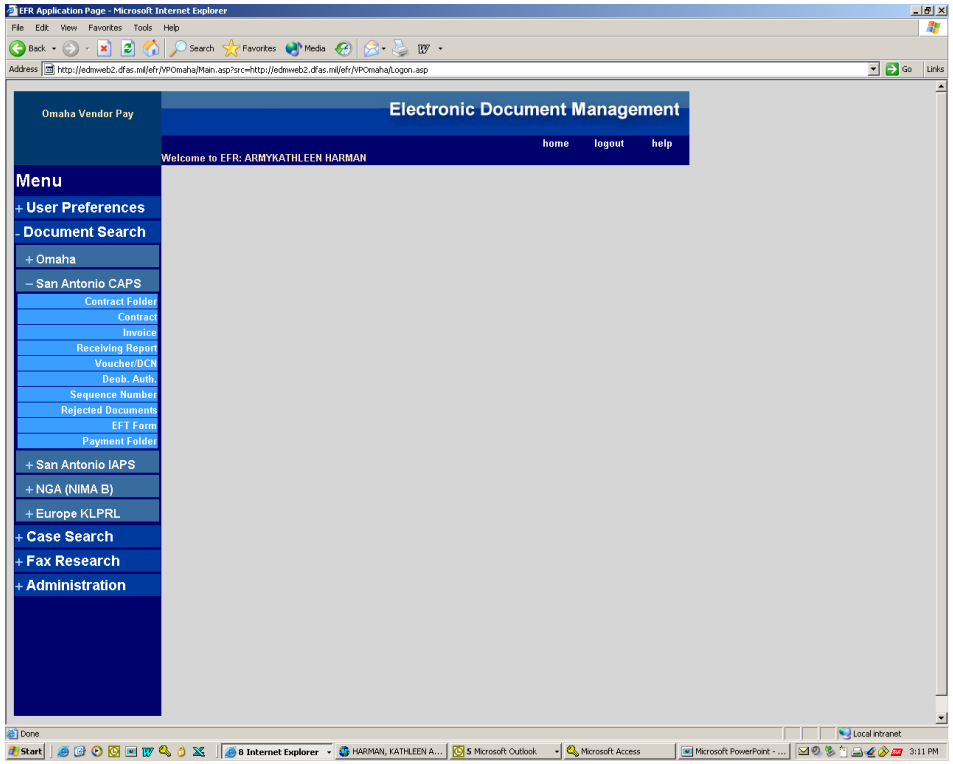
The Logon process to EFR is subject to the following rules:

- The supplied credentials are valid, properly configured EDM user credentials.
- The password is not expired. (User will be prompted to Change Password)
- The user has not been locked out of the EDM System by either the Common Logon client application or the EFR web solution.
- Three failed logon attempts will lockout the user from this EFR System.

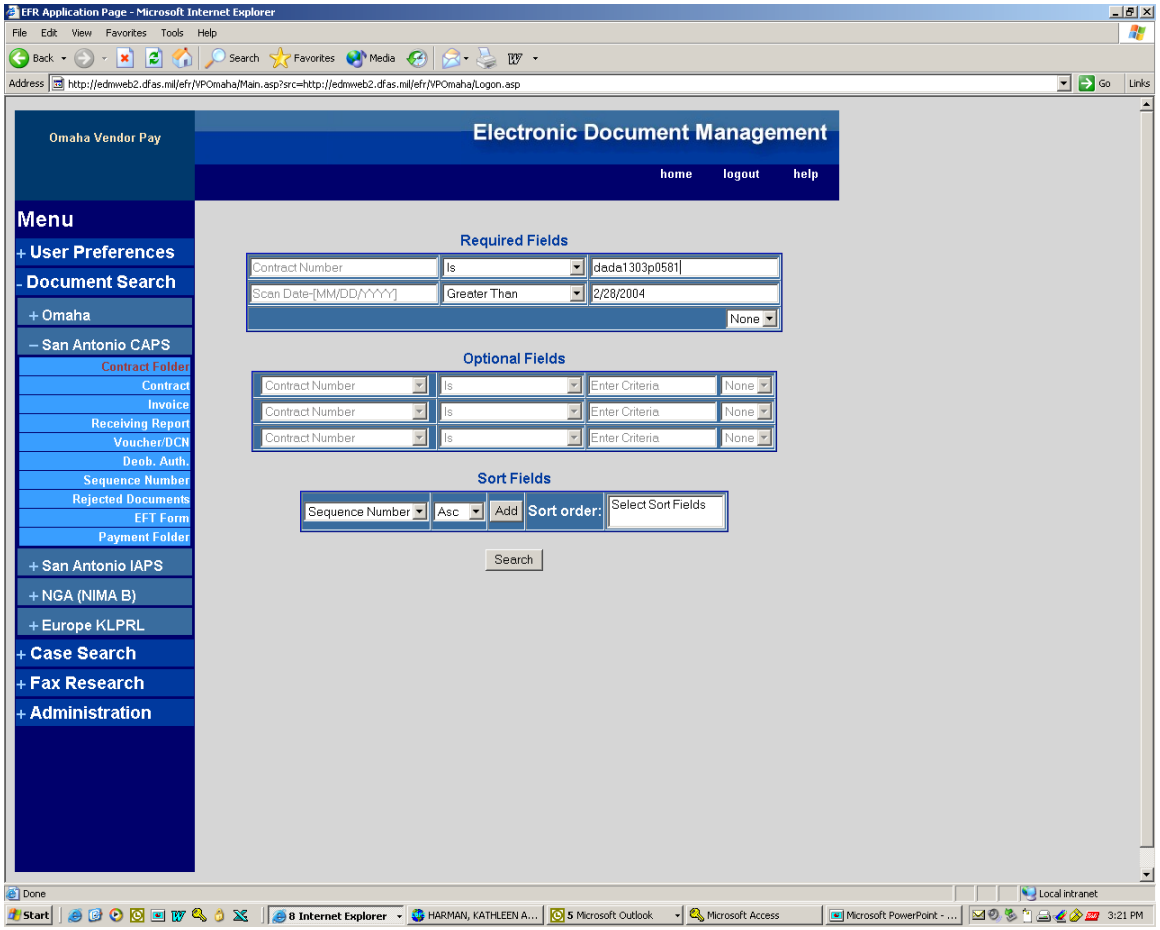
Click on Document Search, click on San Antonio CAPS



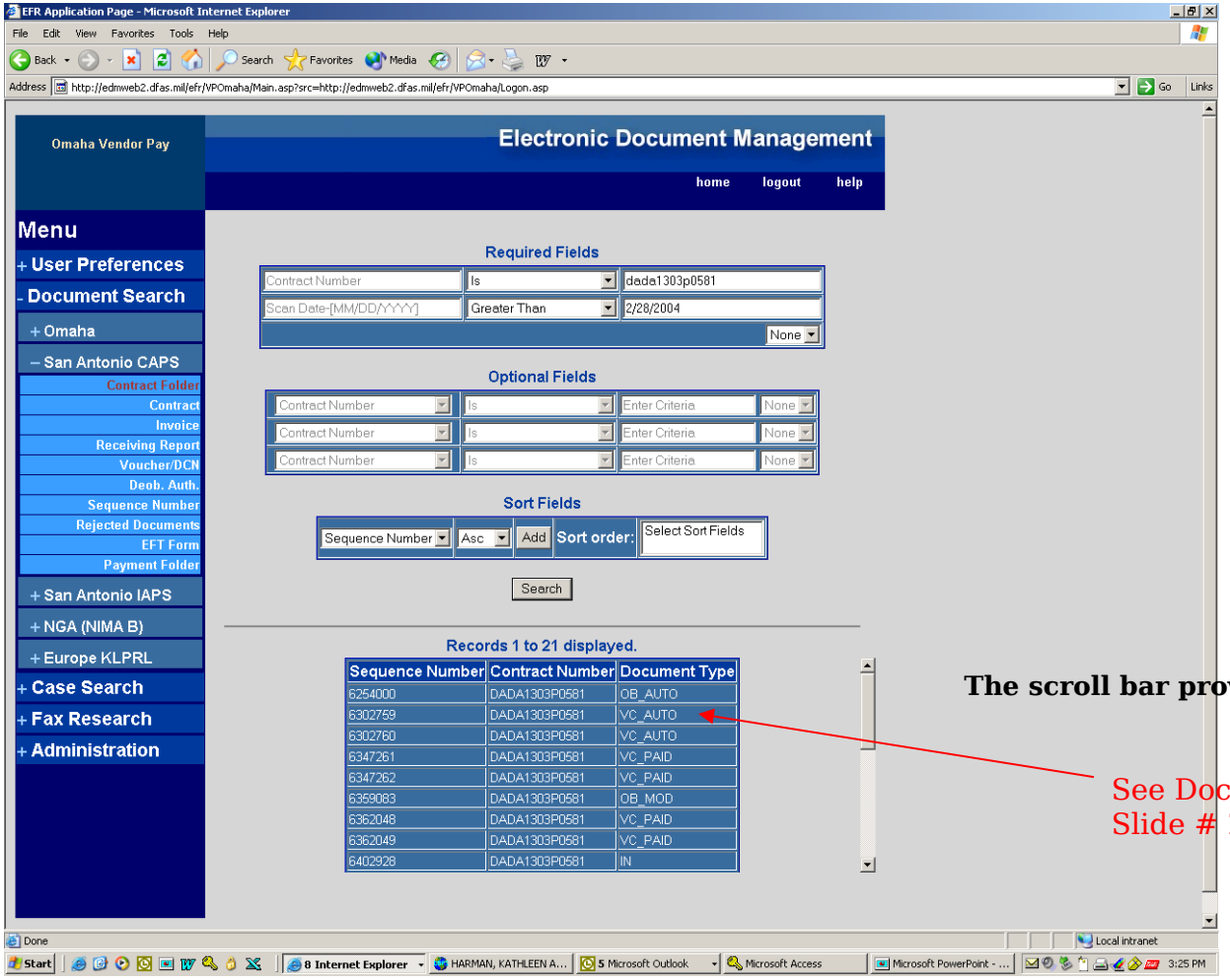
On the sidebar you will see several folders to search in, click on Contract



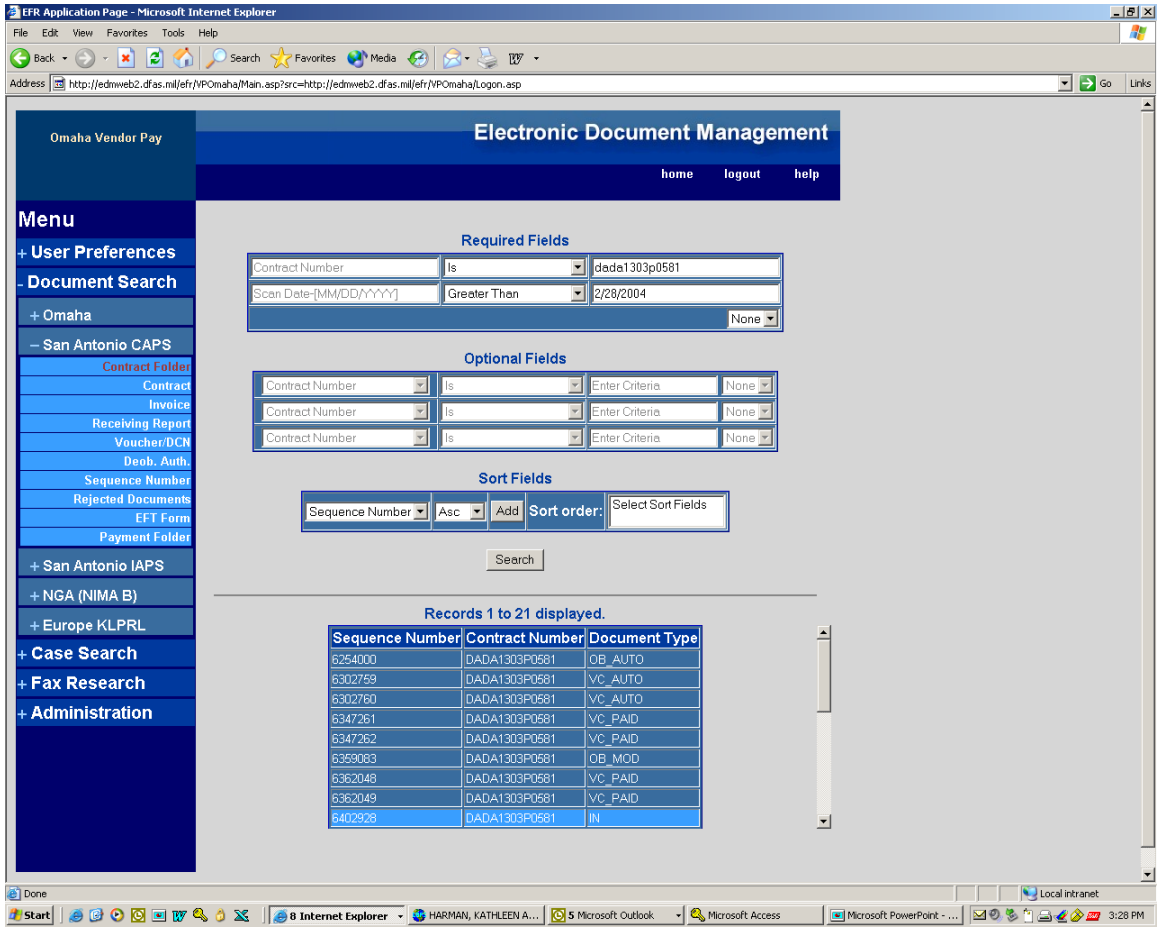
Now you can have several options for searches, click on Contract Folder. You must put information in the "Required Fields". Put your contract number in the box for "enter criteria" and click on Search



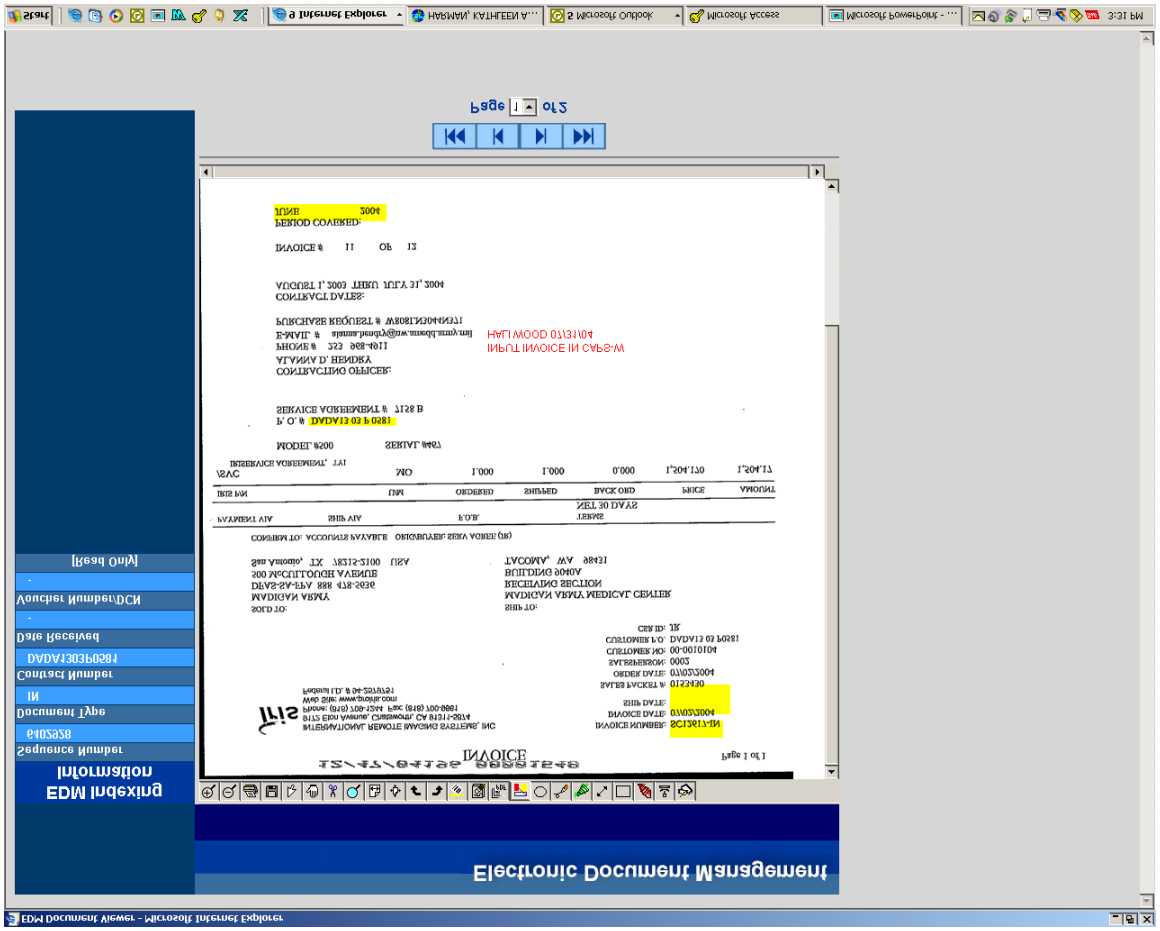
The contract folder holds all documents that have been scanned for that contract. Each document has it's own sequence number and you can see the document type.



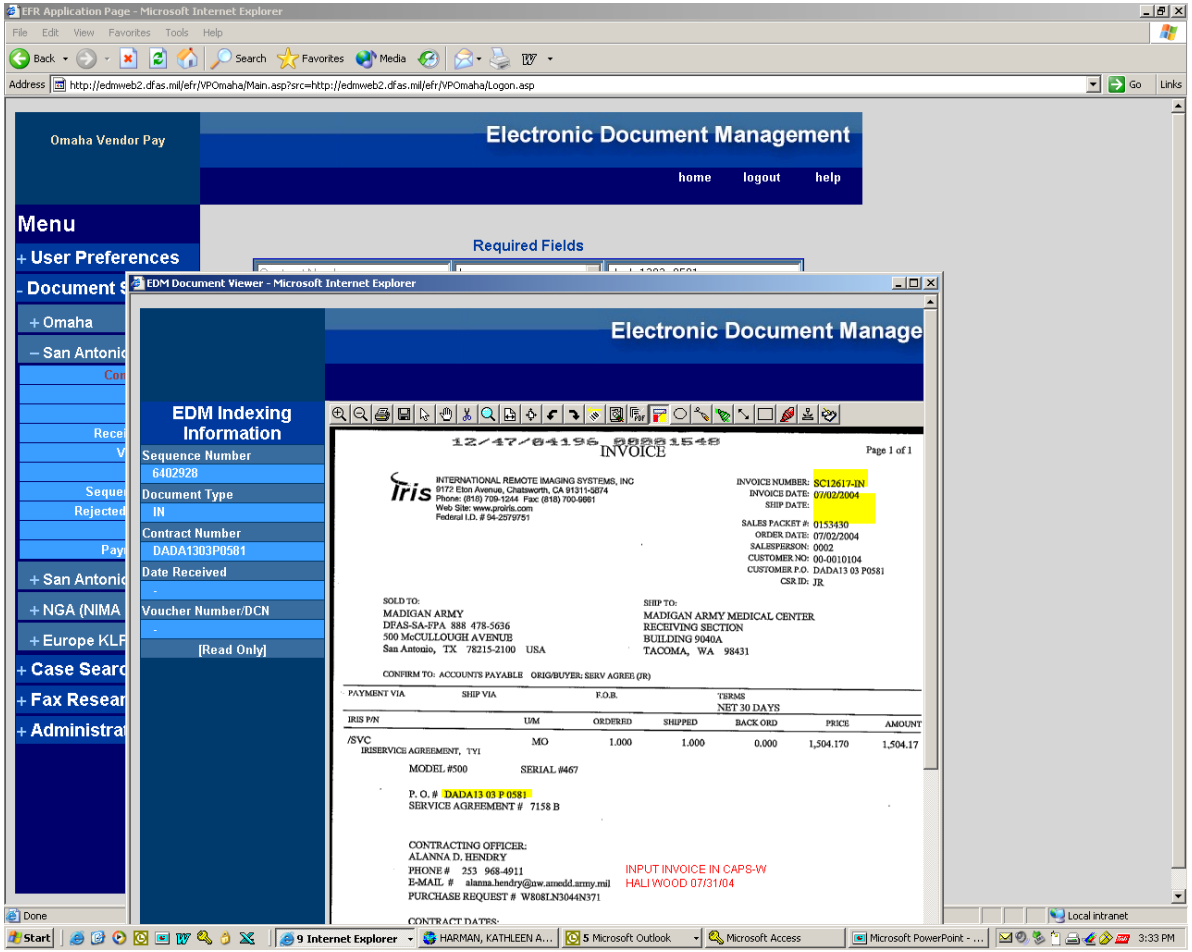
Click on the sequence number to see the document



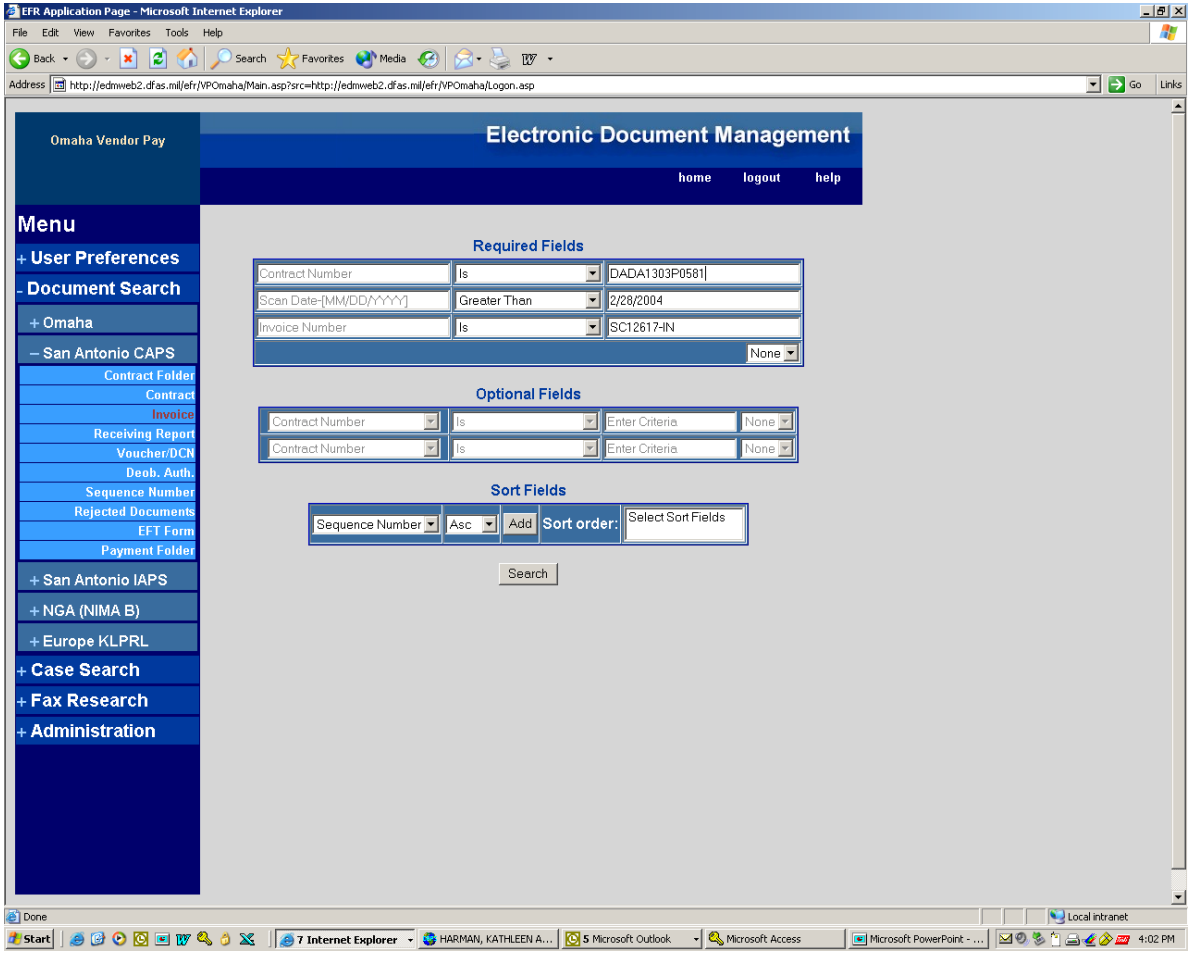
Now you can scroll from page to page and up and down to view the document.



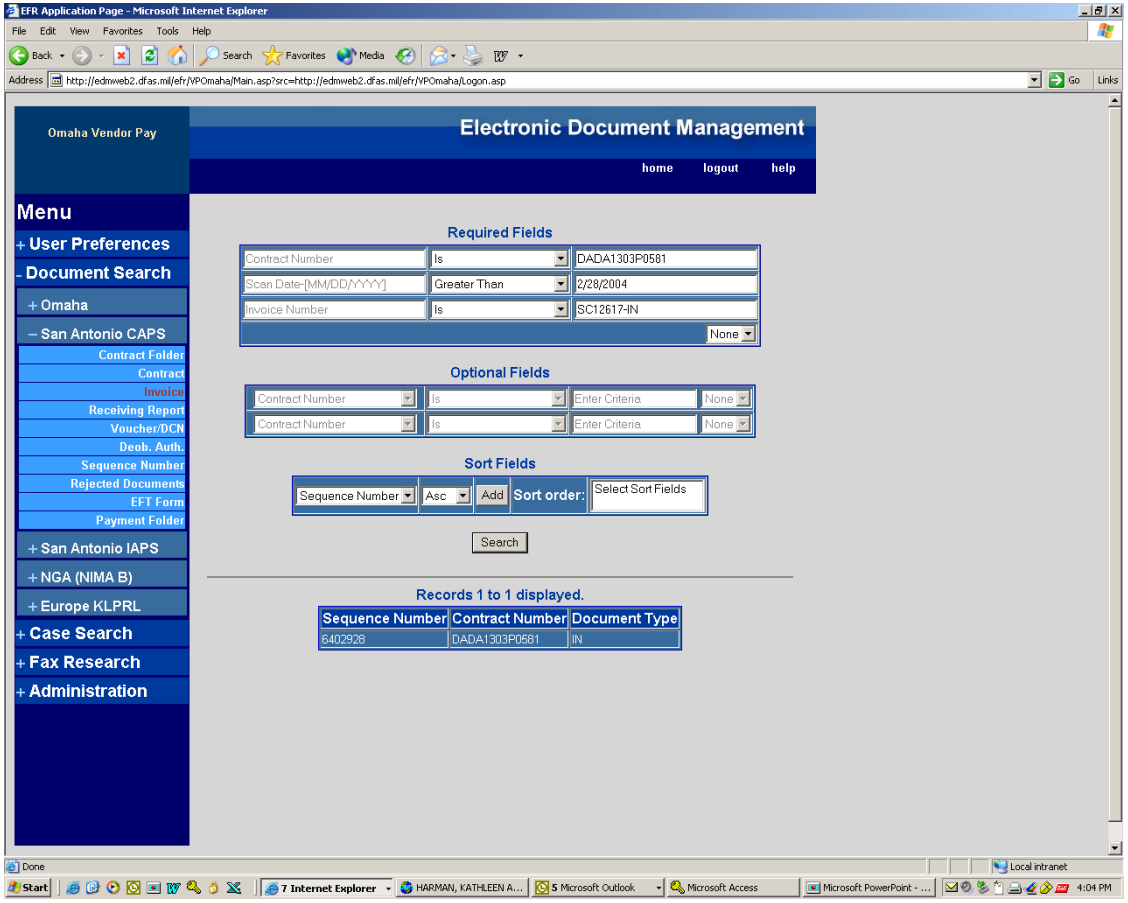
When you opened the sequence number, it opened in a new window. To open another document you can either minimize the document or close it.



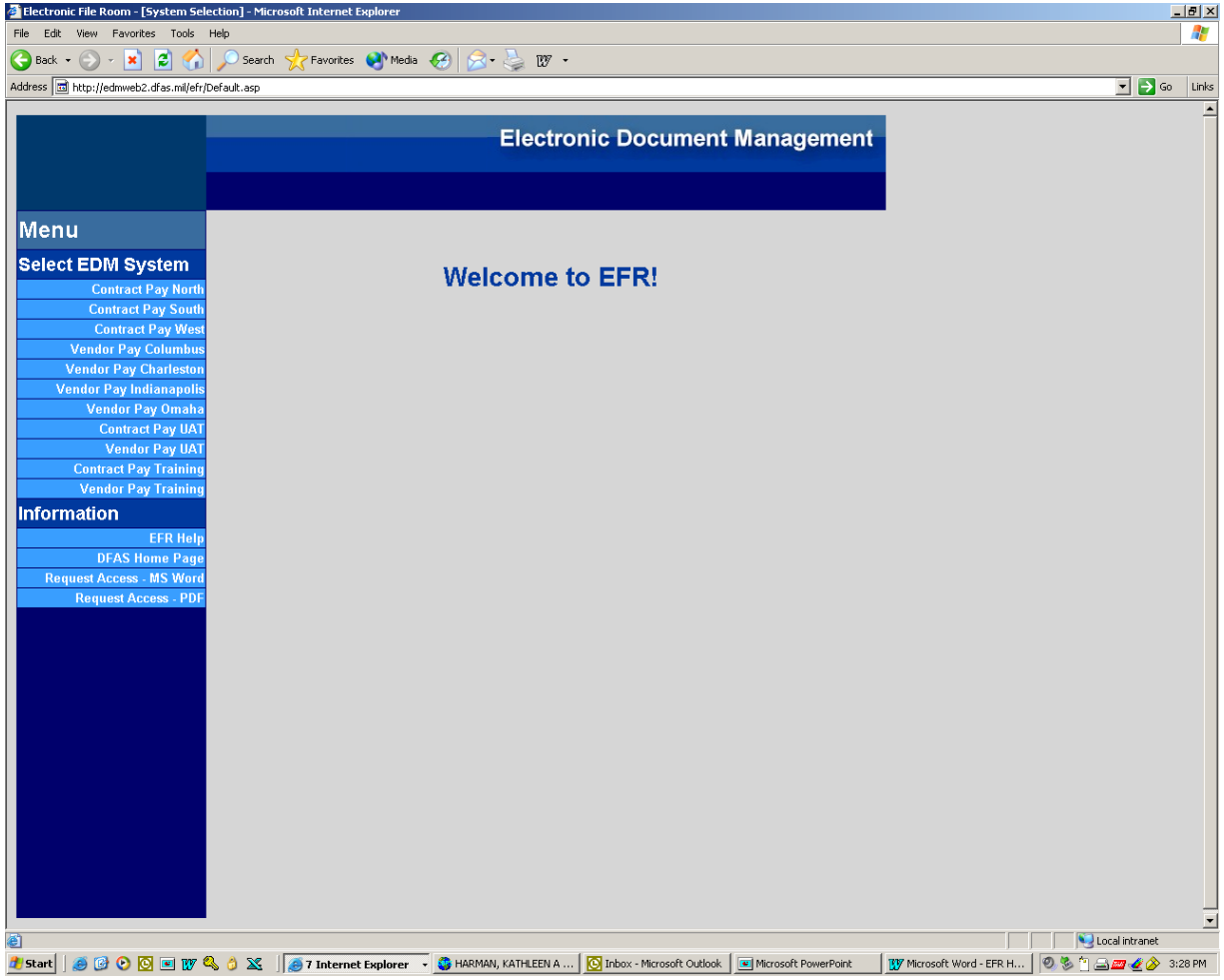
To search for a specific type of document you can search in the folder type. Click on Invoice on the side bar. _Type the contract number in the appropriate field and type the invoice number you are looking for in the appropriate field.. Click on Search.



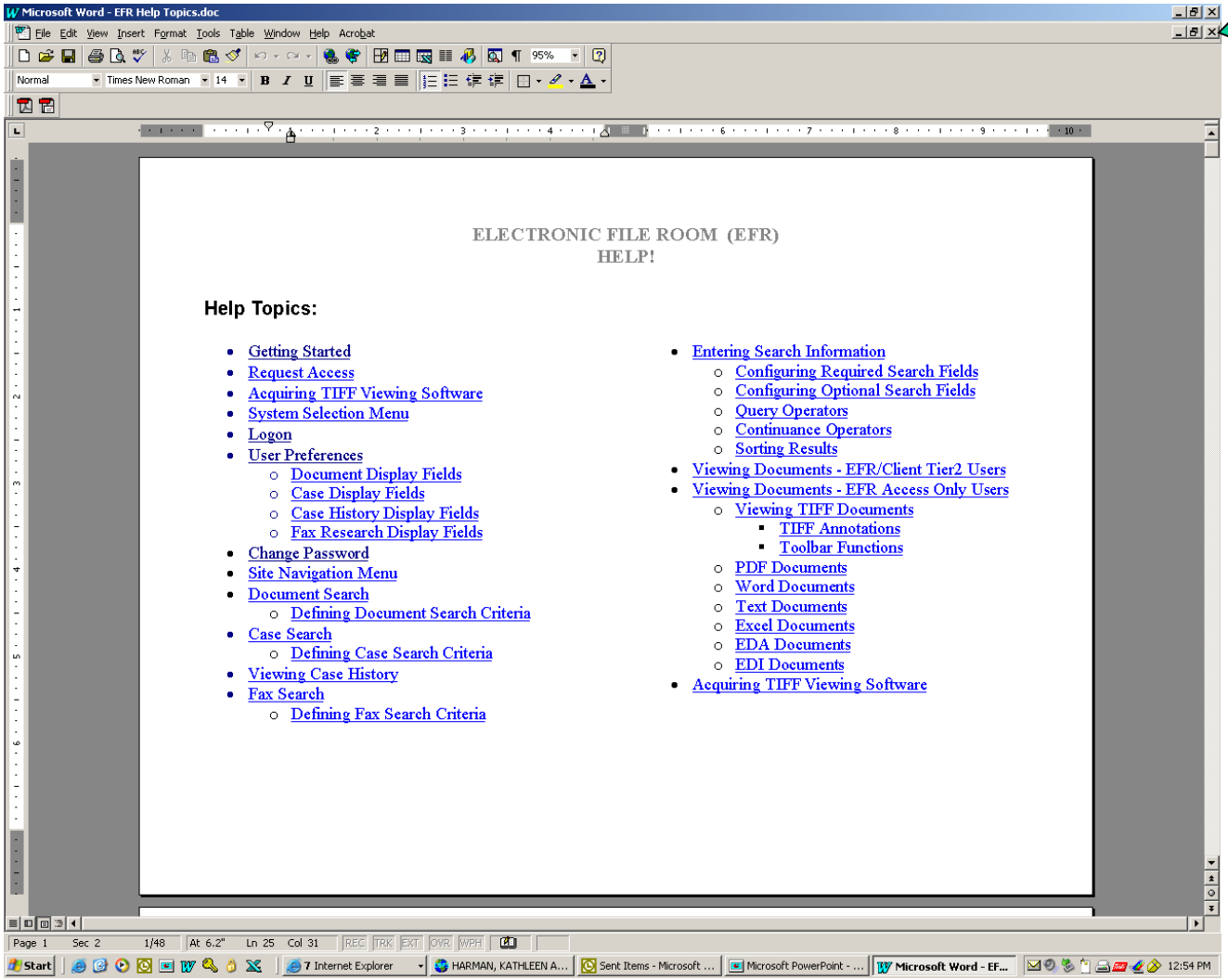
This time your search only brought up the sequence number for that invoice. Once you have the sequence number, you could search under Sequence Number for a document.



When you first access the program through the Website, you can click on EFR Help on the side bar to learn more about the program.



The program will open a new window with a list of topics. If you would like further instruction on this program, you can click on a topic for instruction.



Click on the "x" to close this screen after viewing

Document Type Codes

RTV	Returned to Vendor
IN RR	Invoice & RR
IN	Invoice
OB MOD	Obligaion Modification
VC Auto	Voucher Auto
VC Man	Voucher Manual
VC Paid	Voucher Paid
RR	Receiving Report